

RACQUEL S. BURDEOS

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AUTOCAD/BIM SPECIALIST

Block 619 Choa Chu Kang North 7 680619



SUMMARY

Racquel is an experienced AutoCAD & BIM Specialist from 2003. She has 18 years' experience in Auto-cad and 7 years of experience in BIM industry, with Multi - Discipline experience working with the building and consultant services sector to develop coordination standards allowing teams to efficiently produce design.

She is an excellent collaborator, working effectively with all members of a team including Contractors, Engineers, Architects, and Designers to bring design to fruition with strong knowledge of current trends and standards in Auto-cad and BIM work place.

EDUCATION

Mondriaan Aura College Subic Bay Freeport Zone

Bachelor of Science in Industrial Engineering
2003

SKILLS

- Revit Architecture
- Revit MEPF
- Naviswork
- AutoCAD
- Sketch UP
- MS Office
- Excellent Oral Communication
- Organized
- Team Player
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Combination of sitting, standing, walking

CERTIFICATIONS

- Certificate in AutoCAD 2006
- Certificate in 3D Modelling/Rendering
- Certificate in Revit 2014 (Architectural)
- Certificate in Autodesk Revit MEP
Fundamental 2012 (Crown system Pte.
Ltd. Singapore)

PROFESSIONAL EXPERIENCE

BIM Coordinator/AutoCAD and BIM Specialist

Starburst Engineering Pte Ltd. | AUG 2021 - PRESENT

- Responsible for creating BIM model and Construction model using Revit Software and AutoCAD Software
- Use advanced tools such as Navisworks for project collaboration across multiple disciplines.
- Coordinates with Main Contractor and monitor drawing submission schedule
- Assign Projects to CAD/Revit Modeler and Schedule drawing completion
- Provide production CAD and BIM support
- Develop, implement and enforce CAD and BIM Standards
- Perform other duties as assigned.

BIM Coordinator /AutoCAD and BIM Specialist

Bheng Khim Construction Pte. Ltd | NOV 2019 - AUG 2021

- Modeling Structural Stiffeners and Lintel using AutoCAD and Revit Software
- Use advanced tools such as Navisworks for project collaboration across multiple disciplines.
- Coordinates with Main Contractor and monitor shop drawing submission schedule
- Schedule drawing completion
- Perform other duties as assigned

Officer In Charge / AutoCAD & BIM Specialist

BIM-Axis (CAD/BIM Production Services - Philippines) | 2016 - 2019

- Modeling multiple disciplines using AutoCAD and Revit Software
- Coordinate and monitor shop drawing submission schedule
Assign Projects to Revit/Cad Modeler and Schedule drawing completion
- Provide production CAD and BIM support
- Develop, implement and enforce CAD/BIM Standards
- Perform other duties as assigned

PROFESSIONAL EXPERIENCE

Head of Department / AutoCAD & Revit Specialist

Verant Consultancy (Okada Manila Hotel - Philippines) | AUG 2015 - JUN 2016

Officer in Charge / AutoCAD & Revit Specialist

Axis-cad (Cad-axis) Cad/BIM Production Services - Philippines) | AUG 2013 - AUG 2015

- AutoCAD/Revit Modeler and Checker
- Develop, implement and enforce CAD and BIM Standards
- Provide support for plotting and electronic file submissions
- Interact on project standards coordination with clients, thru e-mails and verbal conversation using skype
- Provide training and supervision for CAD and BIM users
- Maintain CAD and BIM documents archive and retrieval for projects
- Provide leadership and vision to the firm in the area of CAD and BIM Strategic Planning
- Assign Projects to CAD/Revit Modeler and Schedule drawing completion
- Checked and monitor drawings for submission.
- Provide input to business development

Interior Designer

Modular Plus Home Services (Philippines) | JAN 2012 - JULY 2013

- Create detailed shop drawings to aid in field installation and construction using AutoCAD, Sketch-up and KD Max (3D)
- On site visit for actual measurement of Project for design
- Produce design work that is in accordance with customer specifications and in addition satisfy the commercial requirements of the company
- Interact on project standards coordination with clients thru e-mails
- Prepare Quotation and Tenders for clients

Senior Draftswoman /AutoCAD/ Revit MEPModeler

Sani-flux Resources PTE. LTD (Singapore) | MAY 2011 - JAN 2012

- Ensure that all design and drawing activities are in accordance with both external and company based – standards and include any special customer requirements.
- Generate and maintain appropriate documentation during the design and development phase
- Maintain necessary documentation system for effective storage and retrieval of information
- Responsible for creating CAD and BIM model and Construction model using AutoCAD and Revit Software

Civil Draftswoman / Admin Coordinator

FARNEK AVIREAL (Dubai UAE) | JULY 2009 - APR 2011

- Prepare drawing using AutoCAD software
- Ensure that all design and drawing activities are in accordance with both external and company based –standards and include any special customer requirements
- Prepare Quotation and Tenders for clients. Prepare Work Orders, Encode all necessary materials use to complete the job
- Communicate with clients for the inquiry and other requirements
- Maintain necessary documentation system for effective storage and retrieval of information
- Produce a weekly report on the status of current activities and pending jobs
- Purchase and maintain all stationary requirements
- Handles petty cash and prepare weekly and monthly report for cash disbursement
- Attend regular staff meetings using them as a basis for the communication of any ideas for improvement in processes or cost savings
- Assist the Divisional Manager – Civil Works in developing any marketing strategies, to grow the division and enable target to be met. Prepare time sheet for all division
- Ensure that all new employees in Division have completed the appropriate joining forms, and completed the medical tests.

Mechanical Draftswoman / AutoCAD Operator

Weatherford (Former e-production Solutions - Dubai UAE) | FEB 2008 - JUN 2009

- Create detailed shop drawings to aid in field installation and construction using AutoCAD, Sketch-up and KD Max (3D)
- Produce design work that is in accordance with customer specifications and in addition satisfy the commercial requirements of the company
- Interact on project standards coordination with clients, thru e-mails and verb

AutoCAD Operator

Red Sea Housing Services (Dubai UAE) | OCT 2006 - NOV 2007

- Prepare complete shop drawings of complicated building such as two storey buildings, kitchen, laundries, big offices and other non company standard buildings using AutoCAD
- software Prepare complete layout for Water, Electrical and Sea-wage plant
- Generate and maintain appropriate documentation during the design and development phase

Industrial Engineer / AutoCAD Operator

Williams Advance Material (Philippines) JUN 2003 - JUL 2006

- Studies functional statements, organization charts, and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication.
- Recommends methods for improving worker efficiency and reducing waste of materials and utilities, such as restructuring job duties, reorganizing work flow, relocating work stations and equipment, and purchase of equipment
- Confers with management and engineering staff to implement plans and recommendations
- Prepare drawing using AutoCAD Software